



UNITED STATES MARINE CORPS  
MARINE CORPS SYSTEMS COMMAND  
2200 LESTER STREET  
QUANTICO VIRGINIA 22134-5010

IN REPLY REFER TO

5720  
DON-USMC-2022-011464  
30 Aug 22

**Sent via email to: [foia@foia.com](mailto:foia@foia.com)**

FOIA GROUP  
Ms. Rose Santos  
PO Box 368  
Depew NY 14043

SUBJECT: FOIA DON-USMC-2022-011464

Dear Ms. Santos:

This responds to your FOIA request dated August 9, 2022, which requests a copy of "Relevant to N001 7819D7266 Order M6785422F3005, we seek CLEARLY RELEASABLE copies of the following: (1) Task order title page (1st page only) and (2) the Task Order's CURRENT Statement of Work/Performance Work Statement (SOW/PWS)."

The requested documents are enclosed.

Fees associated with processing your request are minimal and waived.

Any questions concerning this matter should be directed to Mrs. Bobbie Cave at (703) 432-3934 or [bobbie.cave@usmc.mil](mailto:bobbie.cave@usmc.mil).

Sincerely,

*Bobbie Cave*  
for Lisa L. Baker  
Counsel

PERFORMANCE WORK STATEMENT  
FOR  
PROGRAM MANAGER LONG RANGE FIRES (PM LRF)

revision date 09 March 2022

## 1.0 INTRODUCTION

### 1.1 Background.

Program Manager, Long Range Fires (PM LRF), organized within Marine Corps System Command's (MCSC) Ground Combat Element Systems Portfolio Manager, is the acquisition and life-cycle manager for multiple rocket/missile launchers and their associated Command and Control (C2) systems. The PM LRF mission is to equip the Marine Corps with long-range anti-ship and land attack ground based weapons to enable a naval expeditionary force-in-readiness that is prepared to operate inside actively contested maritime spaces in support of fleet operations. This Task Order (TO) is a consolidated effort to facilitate the development, and staffing of programmatic documents and briefs; provide acquisition logistics management, systems engineering and configuration management activities in support of Program and Milestone Decision Authorities. This task order will also serve to provide for material development, procurement and sustainment support services and emerging, recurring, and forecasted Subject Matter Expert (SME) services for PM LRF.

PM LRF responsibilities include researching, developing, testing, producing, and fielding of ground-launched, long-range, surface-to-surface artillery rocket and missile systems and their associated fire direction and C2 capabilities. This responsibility also includes the sustainment, obsolescence mitigation, and modernization of legacy systems. To accomplish its mission, PM LRF needs assistance in the following functional areas/competencies: (1) program management, (2) acquisition logistics (to include training), (3) sustainment logistics, and (4) operational subject matter expertise. PM LRF manages two active Acquisition Category (ACAT) III programs, one active ACAT IV-M, and two inactive ACAT programs that are in sustainment, as well as the potential for new projects based upon emerging requirements.

### 1.2 Overview of Programs.

PM LRF consists of four Integrated Product Teams (IPT), which manage programs servicing a variety of requirements, to include wheeled rocket artillery launchers, wheeled anti-ship missile launchers, fire direction systems, command and control vehicles and capabilities as well as other miscellaneous modernization efforts.

#### 1.2.1 Navy-Marine Expeditionary Ship Interdiction System (NMESIS) IPT.

The NMESIS IPT manages an entirely new capability within the Marine Corps supporting the 38<sup>th</sup> Commandant's Force Design 2030 number one initiative. As the GBASM material solution, the NMESIS integrates a Naval Strike Missile (NSM) Launcher Unit (NLU), capable of launching 2 NSMs, onto a Remotely Operated Ground Unit for Expeditionary Fires (ROGUE-Fires) carrier. The NLU is controlled by the Weapon Control System (WCS) located externally (external from the ROGUE-Fires carrier) in a C2 vehicle. The Leader Kit is located externally on a designated leader vehicle, which could also be the same C2 vehicle used by the WCS. NMESIS is an active ACAT III program that entered the Engineering Manufacturing Development (EMD) Phase in 4<sup>th</sup> Qtr FY21. The program schedule has planned Milestone C/Low Rate Initial Production (MS C/LRIP) decisions in FY23 and 24 respectively followed by Full Rate Production/Fielding Decisions (FRP/FD) 18 months later. NMESIS is a joint interest program with other services. However, the Marine Corps will serve as the Primary Inventory Control Authority (PICA) retaining the responsibility for lifecycle sustainment and configuration management of the system. NMESIS systems will continue into the Production and Deployment (P&D) phase with the potential for modifications and capability increases.

#### 1.2.2 Ground Launched Cruise Missile (GLCM) IPT.

The GLCM IPT manages the Long Range Fires (LRF) project as a Secretary of Defense mandated program to develop a ground launched Tomahawk missile platform. LRF will integrate the Tomahawk missile on to an expeditionary ground mobile carrier. The LRF is a complimentary system to the NMESIS and provides a longer-

range capability than the NSM munition. LRF will enter the Adaptive Acquisition Framework as an active ACAT III program at the end of 2<sup>nd</sup> Qtr FY22. The program schedule has planned MS C/LRIP in 3<sup>rd</sup> Qtr FY23 with a Full Rate Production/Fielding Decision in 2<sup>nd</sup> Qtr FY26. The Marine Corps will serve as the PICA retaining the responsibility for lifecycle sustainment and configuration management of both systems. LRF systems will continue into the P&D phase with the potential for modifications and capability increases.

### 1.2.3 High Mobility Artillery Rocket System (HIMARS) IPT.

The HIMARS IPT manages a ground-based, responsive indirect fire system that accurately engages targets at long range with high volumes of lethal fire under all weather conditions throughout all phases of combat operations ashore. The HIMARS IPT has a close working relationship with the Army HIMARS program office who act as the PICA for the HIMARS launchers. The HIMARS IPT also works closely with the Program Manager for Medium and Heavy Tactical Vehicles within MCSC who is the lifecycle manager for the HIMARS Re-Supply System (RSS). As a system, HIMARS consists of an M142 Launcher two Medium Tactical Vehicle Replacement (MTVR) trucks, and two MTVR trailers as the RSS. HIMARS batteries also include three HIMARS Support Kits, (HSK), which are HMMWV based maintenance vehicles that PM LRF also manages. The HIMARS IPT is also responsible for the annual procurement of Guided Multiple Launched Rocket System (GMLRS) munitions and Reduced Range Practice Rockets (RRPR) employed by HIMARS. HIMARS is in the Operations and Sustainment (O&S) phase as a post-ACAT program. In this regard, the majority of work associated with HIMARS is in the areas of sustainment, obsolescence mitigation and modernization of the system.

### 1.2.4 Fire Direction & Naval Fires Command and Control (FD&NFC2) IPT.

The FD&NFC2 IPT manage several projects, which include Advanced Field Artillery Tactical Data System (AFATDS), and the Mobile Command Vehicle (MCV). The AFATDS is a multiservice program with the US Army as the PICA and the Marine Corps as a participating Service. The Program Executive Office, Command, Control, Communications - Tactical (PEO C3T), Project Manager, Mission Command (PM MC), Product Director, Fire Support Command and Control (FSC2) manages development and testing of the system. AFATDS is an automated fire support C2 system consisting of fire-support application software operating on common hardware platforms. AFATDS automates the fire support, fire control, and fire direction functions required to provide maneuver fires indirect fire. The system allows the Marine Corps to integrate all supporting arms assets, artillery, mortars, rockets, naval surface fire, and close air support into maneuver plans via digital data links. The Marine Corps AFATDS Family of Systems (FoS) consists of AFATDS, the Back-Up Computer System (BUCS), and the Mobile Tactical Shelter (MTS). Planning for AFATDS Hardware (HW) refreshes typically occurs every three to five years, and planning for software updates typically occurs every 18-24 months. The MCV program is an active ACAT IV-M program that will focus on a shelter kit that can mount on, or integrated with, a base JLTV (utility variant) platform. The MCV Shelter will serve as a C2 platform primarily dedicated to housing Advanced Field Artillery Tactical Data System (AFATDS) and other fire support systems. The MCV will augment the capabilities and survivability of the fire support element by enabling rapid emplacement and displacement. The shelter is capable of operating in all environmental conditions, day or night. The MCV program has a Milestone C Decision tentatively planned for 4th Qtr FY22 with a Full Rate Production/Fielding Decision planned for 3<sup>rd</sup> Qtr FY23. The Marine Corps will serve as the PICA retain the responsibility for lifecycle sustainment and configuration management of the system.

### 1.2.5 PM LRF Staff.

PM LRF also has on staff Assistant Program Managers for Contracts, Logistics, Finance, and Engineering who, along with special staff comprised of a Logistics Management Specialist, Principal for Environment, Safety, and Occupational Health, multiple Equipment Specialists, a Liaison at the Army HIMARS program Office and an Acquisition Program Security Specialist, all supporting the work effort of the project IPTs. PM LRF also interacts directly with the Fires Branch Head at the Capabilities Development and Integration (CD&I) Division at the Marine Corps Combat Development Command (MCCDC).

## 2.0 GENERAL INFORMATION

This is a non-personal services task order to provide Program Management, technical, acquisition and sustainment logistics analysis, doctrine analysis and implementation, system integration/functionality, and SME support to PM LRF. The Government will neither supervise Contractor employees nor control the method by which the Contractor

performs the required tasks. The Contractor shall avoid any actions that might constitute or give impressions of personal services as defined in FAR 37.104. If the Contractor believes that any actions constitute or are perceivably personal services, it shall notify the Contracting Officer immediately.

## 2.1 Scope.

This effort provides program management, systems engineering, configuration management, acquisition and sustainment logistics support to the PM LRF portfolio of projects through all phases of the acquisition cycle.

Table 1. PM LRF Projects

<b>Program</b>	<b>Acronym</b>	<b>ACAT</b>	<b>Phase</b>	<b>MCPC</b>
High Mobility Artillery Rocket System	HIMARS	Post ACAT	Operations and Support	240602
Navy-Marine Expeditionary Ship Interdiction System	NMESIS	ACAT III	EMD (FY22-23)	240602
Long Range Fires	LRF	ACAT III	EMD (FY22-24)	240602
Advanced Field Artillery Tactical Data System	AFATDS	Post ACAT	Operations and Support	240198
Mobile Command Vehicle	MCV	ACAT IV-M	EMD (FY22-23)	240198

## 2.2 Infrastructure and Tools.

The Contractor shall maintain their own IT infrastructure for managing TO requirements (e.g., document library, databases, web site) throughout the period of performance. While executing this contract, the Contractor shall be knowledgeable and proficient in using all tools necessary for performing all tasks in this PWS.

## 2.3 Contractor Employee Identification.

All contract personnel attending meetings, sending emails, answering Government telephones, and working in other situations where their contractor status is not obvious to third parties shall clearly identify themselves as contractors. Contract personnel shall wear distinguishing badges or other visible identification during meetings with Government personnel or other parties.

## 2.4 Reporting Requirements for Contracted Services.

The Contractor shall report ALL contract labor hours (including subcontractor labor hours) required for performance of services provided under this task order via System for Award Management (SAM) in accordance with DFARS clause 252.204-7023.

## 2.5 Organizational Conflict of Interest.

Contractor and subcontractor personnel performing under this task order might assist with source selection procedures or have access to proprietary information, business sensitive information (e.g., cost or pricing information, budget information or analyses, specifications or work statements), or information otherwise protected under the Procurement Integrity Act, Title 41 U.S.C. § 2101 et seq. This access might create an Organizational Conflict of Interests (OCI) as defined in FAR subpart 9.5. The Contractor shall immediately notify the Contracting Officer upon becoming aware that any such access or participation might result in any actual or apparent OCI and shall promptly submit a plan to the Contracting Officer to avoid or redress any such OCI. Only the Contracting officer may approve the Contractor's plan. The Contractor understands that, in the event the Contracting Officer determines that an OCI is unavoidable, the Contracting Officer may affect OCI remedies as appropriate, including prohibiting the Contractor from participating in further task order requirements potentially related to the OCI.

## 2.6 Post-Award Conference.

The Contractor shall coordinate with the Contracting Officer or Contracting Officer's Representative to schedule a combined post award conference (PAC) and Project Kick-Off (PKO) meeting to occur within 30 calendar days of Task Order award at a Government designated facility in the Quantico area.

PM LRF shall consider the thirty-day intervening period from contract award to PAC/PKO as a transition period to allow establishment of the contractor's support operations at all designated sites. During the transition period, the COR will verify interim milestones to ensure completion of tasks during an agreed upon timeline in accordance with

the transition plan. At the PAC/PKO the contractor shall provide documentation demonstrating that the following exit criteria have been met:

- Staffing of the contractor's work sites with qualified personnel at the required security clearance level.
- Verification and validation of the contractor's ability to provide technical, financial, and performance reports via its online service management system.
- Transfer of full responsibility from the incumbent contractor or government representatives to the incoming contractor.
- All deployed personnel records loaded into the Synchronized Pre-deployment and Operational Tracker (SPOT) with all pre-deployment administrative, medical, and training requirements completed with personnel on station at designated locations.
- Technical documentation library possesses all necessary files necessary for the systems and configurations outlined in this PWS; and all obsolete or discontinued technical documentation purged from the library.

To support contractor transition activities, the Government will provide the following:

- Access badges.
- Keys and cipher lock codes.
- Storage facility locations and access information.
- Passwords for desktop devices, servers, networks, and storage devices.
- Status and location of all contract support equipment.
- Local policies and procedures as documented by the incumbent contractor and Government.
- Five business days of orientation for incoming contractor on local policies and procedures.
- Previously established desktop procedures, Original Equipment Manufacturers (OEM)/Vendor/3rd Party Support Provider contact information, and local Standard Operating Procedures (SOP).

The purpose of the PAC and PKO is to achieve a clear, mutual understanding of all Task Order requirements and resolve potential problems. The contractor shall be prepared during the PAC and PKO to discuss technical, management, and security issues, travel authorization processes, and reporting procedures. As part of the PAC and PKO, the Contractor shall introduce key personnel and present program implementation processes it will use during task order performance.

## 2.7 Task Order Status Reporting.

The Contractor shall prepare and submit a monthly Progress, Status, and Management Report synthesizing its personnel activity for each month. If applicable, the report shall include travel expenses pursuant to contract performance and the funds remaining. The report shall also reflect the status of all tasks in process or completed during the reporting period. The report shall also forecast contractor personnel activities at least 60 days from the submission date.

### CDRL 0001: Contractor's Progress and Status Report

## 2.8 Location and Hours of Work.

To support personnel shall be available during core hours (0900-1500) Monday through Friday except US Federal Holidays or when the Government closes its facilities due to contingencies, inclement weather, administrative closings, or similar Government directed facility closings. The Contractor shall provide support primarily at the Contractor's facilities or on-site at MCB Quantico, VA; US Army Program Manager Strategic and Operational Rockets and Missiles (PM STORM) Huntsville, AL; Marine Corps Logistics Base Albany, GA; Fort Sill, OK; 14TH Marine Regiment, Dallas, TX; Aberdeen Proving Grounds (APG), MD; Camp Lejeune, NC; Camp Pendleton, CA; and Camp Courtney/Camp Hansen (III MEF), Okinawa, Japan.

## 2.9 Government provided workspace.

Government will provide workspace for Contractor Program and Logistics Analysts at Marine Corps Combat Development Command (MCCDC), MCB Quantico, VA; one workspace at PM STORM, Huntsville, AL; and workspace at Marine Corps Base Albany, GA in support of this PWS. For the purpose of this PWS the term

“workspace” is defined as an area with a desk, chair, telephone and a computer located in a Government facility. Contractors requiring Marine Corps Enterprise Network (MCEN) access to perform their duties under this TO shall obtain a Common Access Card (CAC). See paragraph 8.1 below for CAC requirements.

## 2.10 Data Rights.

The Government shall have unlimited rights in all technical data produced and deliverable under this task order. The Contractor shall observe and respect the obligations imposed by DFARS 252.204-7000, Disclosure of Information, included in the section I of the MAC.

## 2.11 Government Printing.

The Contractor shall accomplish all Government printing requirements through the local Document Automation and Production Service (DAPS, now called DLA Document Services)

[www.dla.mil/HQ/InformationOperations/DocumentServices/Offers/PrintingServices](http://www.dla.mil/HQ/InformationOperations/DocumentServices/Offers/PrintingServices). The Government will fund Government printing separately to DLA.

## 2.12 Non-Disclosure Agreement.

During the period of performance, the Contractor may receive access to nonpublic information, including Planning, Programming, Budgeting, and Execution (PPBE) information. The Contractor personnel performing services pursuant to this TO shall not use or disclose any such information to unauthorized persons without the Contracting Officer’s express permission. The Contractor shall assist the Government in protecting appropriate information in accordance with the Privacy Act of 1974 (5 U.S.C. 552a) and the Freedom of Information Act (5 U.S.C. 552, as amended). Each Contractor employee performing duties under this task shall sign a Government-provided Non-Disclosure Agreement (NDA) before Contractor personnel begin work under this task order.

## 2.13 Key personnel.

The Contractor shall designate a Task Order Manager (TOM) and AFATDS Subject Matter Expert (SME) for System Operations in writing at the start of work or any change in key personnel. The TOM and AFATDS SME for Systems Operations shall be responsible for all work performance under this task order. The Contractor shall also designate in writing an alternate TOM and AFATDS SME for Systems Operations. The TOM and AFATDS SME for Systems Operations, to include alternates, shall have full authority to act for the Contractor on all task order matters.

- Task Order Manager (TOM)

Education: Bachelor’s degree in Business, Engineering, Logistics, Statistics, Mathematics, or Management Information Systems.

Clearance: Secret

Experience: Ten (10) years of technical experience in support of USMC Program Management to include: Development of Program Acquisition Documentation, Development of Program Monitoring Approaches, Acquisition Planning, Budget Planning, and Programmatic Support. Eight (8) years of Program Management experience to include: Supervising Project Personnel, Scheduling Work, Data Collection and Analysis, Development of Cost Estimates, Development of Program Status Reports, Systems Design, and Systems Analysis. Five (5) years as a manager of USMC Fire Support Program(s). Note: Experience may be concurrent. Must have a comprehensive knowledge of Federal Acquisition Regulation (FAR) and/or Defense Federal Acquisition Regulation Supplement (DFARS) and DoD procurement policies and procedures.

- Advance Field Artillery Tactical Data System (AFATDS) Subject Matter Expert (SME) 5

Education: Technical Training in Marine Corps artillery fire support systems.

Security Clearance: Top Secret/SCI

Experience: Eighteen (18) years of hands-on experience with Advanced Field Artillery Technical Data System (AFATDS) Family of Systems (FoS) communication architecture, Marine Corps artillery fire support systems, and Joint artillery fires Command & Control (C2) systems, to include three (3) of the following four (4) areas: Systems Requirements, Operational Requirements, Test & Evaluation, and Training. Recognized expert who has demonstrated industry and public service leadership in Systems Requirements, Operational Requirements, Sustainment, and Training.

### **3.0 PROGRAM MANAGEMENT SUPPORT AT CONTRACTOR'S FACILITY AND ON SITE AT MARINE CORPS BASE, QUANTICO, VIRGINIA.**

#### **3.1 Program Acquisition Documentation.**

The Contractor shall draft and update program acquisition documentation for Government review and acceptance. The contractor's delivery of new draft documents shall occur within two weeks of the government's request and shall comply with the most recent versions of the Department of Defense Instruction (DODI) 5000.02, Secretary of the Navy Instruction (SECNAVINST) 5000.2, the MCSC Acquisition Guide (MAG), and the Navy Marine Corps Acquisition Regulation Supplement (NMCARS) Part 5207. The contractor's delivery of updates to program documentation shall occur within three days of request with the same compliance requirements. Program acquisition documentation includes, but is not limited to, Acquisition Strategy/Acquisition Plan; Acquisition Program Baselines, Acquisition Decision Memorandums (ADMs), Program Office Estimates (POE), Cost Analysis Requirements Documents (CARD), Program Protection Plans, Information Support Plans, Clinger-Cohen Act Compliance memoranda, Cybersecurity Plans, Program briefs and Statements of Work (SOW). Expect up to 25 new documents and 30 document updates per year.

CDRL 0002: Revisions to Existing Government Documents - Acquisition Documents

#### **3.2 Work Breakdown Structure.**

The Contractor shall create and maintain (updates) Work Breakdown Structures (WBS) for assigned programs, projects, and events. The contractor shall develop and maintain each program WBS IAW the most recent version of MIL-STD-881. The approximate quantity is six WBS.

CDRL 0003: Contract Work Breakdown Structure

#### **3.3 Integrated Master Plans (IMP).**

The Contractor shall create and maintain Integrated Master Plans (IMP) for assigned programs, projects, and events as well as having the ability to develop new IMPs at project initiation. Each program IMP shall include the major events, accomplishments, and criteria required to address the entire scope of work IAW the most recent version of the Department of Defense (DoD) Integrated Master Plan and Integrated Master Schedule Preparation and User Guide. The approximate quantity is six IMPs.

CDRL 0004: Integrated Master Plan

#### **3.4 Integrated Master Schedule (IMS).**

The Contractor shall create and maintain Integrated Master Schedules (IMSs) for assigned programs, projects, and events as well as having the ability to develop new IMSs at project initiation. Each IMS shall be an integrated, networked schedule containing all of the discrete work packages and planning packages, or lower level tasks, necessary to depict the events, accomplishments, and criteria as detailed in the IMP IAW the most recent version of the DoD Integrated Master Plan and Integrated Master Schedule Preparation and User Guide. The approximate quantity is six IMSs.

CDRL 0005: Integrated Master Schedule

#### **3.5 Risk Analysis.**



The Contractor shall be capable of providing risk analysis to the PM LRF project Teams. The Contractor shall be capable of identifying programmatic risks (cost, schedule and performance) and developing effective mitigation strategies to the PM LRF teams executing their programs. The Contractor shall be capable of creating and managing Risks, Issues, and Opportunities in Project Recon in support of PM LRF's Risk Management process.

### 3.6 Meeting Minutes.

The contractor shall be capable of keeping meeting minutes, annotating tasks and action items, track and manage reminders for personnel with actions generated during Program Management Reviews (PMRs), weekly Integrated Product Team (IPT) meetings, Risk Management Board (RMB) reviews, professional forums, and Working Group (WG) meetings. The Contractor shall update the action item tracker after each meeting and be responsible for maintain a record of meetings on SharePoint.

### 3.7 Combat Development and Integration (CD&I) Support.

The contractor shall provide program analyst and subject matter expertise to the Capabilities Integration Officers in the Fires & Maneuver Integration Division at Combat Development and Integration (CD&I), Marine Corps Combat Development Command (MCCDC), Quantico, VA. Working within Government IPTs the Contractor shall document USMC materiel requirements and draft subsequent documentation for Government review and approval. The Contractor shall conduct periodic analysis to validate and adjust Approved Acquisition Objectives (AAOs) and draft Program Objective Memorandum (POM) funding initiatives for Government review and approval. The Government will provide templates as necessary. The contractor shall support the following CD&I activities:

- POM budget development,
- Budget exhibit reviews,
- Identifying capabilities,
- Solutions development to ensure Marine Corps operating forces have necessary warfighting capabilities.

### 3.8 Program Briefs.

The contractor shall, within the IPT framework, draft and update program briefs per the Government's template. The government expects that there will be 16 program briefs per year.

### 3.9 Business Case Analysis.

Working within the Government IPT the Contractor shall provide draft technical studies and Business Case Analyses (BCA) on topics of interest to the PMO. Examples of studies and analyses may include Service Life Extension analysis for HIMARS. PM LRF estimates that there will be two analyses or study calls per year.

CDRL 0006: Technical Report – Studies/Services - Business Case Analysis

### 3.10 Configuration Management.

Working within the Government IPT the Contractor shall participate in executing PM LRF Configuration Management processes. This includes, but is not limited to, the collection of data and documentation that supports Configuration Identification; establishing Configuration Baselines; developing Configuration Item Lists; establishing Configuration Item Versioning; management of Configuration Control processes; development and staffing of Engineering Change Proposals; participate in the PM LRF Configuration Control Board (CCB); and Configuration Status Accounting (CSA).

### 3.11 SharePoint and Information Management.

The contractor shall execute the SharePoint and Information Management tasks outlined below.

- Administer permissions and provide user training,
- Provide user access,
- Investigate errors,

- Maintain site content and organize content logically,
- Create and administer site databases,
- Review and analyze current Information Management strategies, processes, policies and procedures to facilitate and streamline the efficiency, effectiveness, and utility of PM Fires SharePoint sites,
- Maintain currency in the rules and regulations regarding collaborative environments and data sharing

#### **4.0 ACQUISITION LOGISTICS SUPPORT AT THE CONTRACTOR'S FACILITY OR ON SITE AT MARINE CORPS BASE, QUANTICO, VIRGINIA**

##### **4.1 Acquisition Logistics Documentation.**

The Contractor shall draft, for Government review, acquisition logistics documentation necessary for program milestones and other program events. Documents include Fielding Plans, Life Cycle Support Plans, Item Unique Identification (IUID Plans), Disposal Plans, Logistics Requirement Funding Summaries (LRFS), Stock Lists, and Independent Logistics Assessments (ILA). It is expected that the Contractor shall develop approximately four new documents per quarter and update approximately 5 documents per quarter.

CDRL 0007: Technical Report – Studies Services - Acquisition Logistics Documents

##### **4.2 Equipment Fielding.**

The contractor shall participate in equipment fielding in accordance with project Fielding Plans. Fielding equipment includes but is not limited to; participation in the system's Fielding Integrated Product Team (IPT); participate in the staffing, revision, and finalizing of the system's Fielding and Disposal Plan(s); development of the "Intent to Field" message; stand-up, organization, and coordination of events within the Fielding Team; preparation and submission of the Fielding Decision documentation and briefing. The contractor shall assist in Equipment Fielding through the following tasks:

- Support and participate in the system's Fielding Integrated Product Team (IPT), to include conference agenda, organization, and meeting minutes.
- Support the staffing, revision, and finalizing of the system's Fielding and Disposal Plan(s).
- Support the development of "Intent to Field" messages and support staffing, revising, and finalizing the message.
- Support the stand-up, organization, and coordination of events within each program's Fielding Team.
- Support the preparation and submission of Fielding Decision documentation and briefing.
- +Support the Fielding Team in coordination with Marine Expeditionary Force (MEF)-level staffing and gaining commands.
- Support the fielding assessment, assessment analysis and conduct of the In-Service Reviews.

##### **4.3 Logistics Publications.**

The Contractor shall integrate, produce, validate, and deliver program technical documentation which includes Technical Manuals (TM), Electronic Technical Manuals (ETM), Technical Instructions (TI), Supply Instructions (SI), Modification Instructions (MI), and Stock Lists in accordance with Marine Corps Orders, MIL-DTL-28999D, MIL-HDBK-2361, MIL-STD-40051-1, and MIL-STD-40051-2. The contractor shall provide ETMs as a hyperlinked Operator and Maintenance Electronic Technical Manual (ETM) with Repair Parts and Special Tools List (RPSTL) (including exploded views of all assemblies and subassemblies), a Stock List (SL-3), and Maintenance Allocation Chart (MAC); a Validation Plan and Validation Report shall support ETMs. The contractor shall screen all valid National Stock Numbers (NSNs), Source Maintenance and Recoverability (SM&R) codes and verify all provisioning and integration into the ETM In Accordance With (IAW) SAE-GEIA-STD-0007.

The contractor shall provide technical documentation in simple, practical English and provide system and subsystem oriented instructions for packing and unpacking; setup and teardown; start up and shut down of the system; removal and replacement of faulty items; and any special precautions or procedures for system installation, operation, Preventive Maintenance Checks and Services (PMCS), troubleshooting, repair, testing, and maintenance. The ETM(s) shall not exceed 750 pages (double sided) or 250 megabytes on single volume manuals.

All technical manual terminology, symbols, and abbreviations shall be readily understandable by Marine Corps personnel. The Contractor shall use abbreviations sparingly and define acronyms the first time they appear. Abbreviations used shall be IAW ASME Y14.38M.

All technical manual submissions shall be fully illustrated IAW MIL-STD-40051-2. Digital photography, computer graphics, and line art are acceptable illustration media to support procedural and descriptive text.

XML Source Files. XML files shall be tagged IAW MIL-HDBK-2361 and the TM Requirements Matrix to develop document content. The publication submission is required to meet all the format requirements of the applicable military specifications and standards. XML source file(s) shall be a single file containing all file, graphic, and text entity declarations and XML tags; and the Contractor shall not use parameter entities. All graphics shall be contained within a folder named “graphics” and this folder shall be located at the same file level as the XML file.

XML Software. The contractor shall provide and maintain subscriptions of common use software to assist in the creation, editing, and conversion of XML source file(s) of new and existing technical manuals (e.g. PTC Arbortext Editor and Publishing).

The Contractor shall draft and edit Stock Lists (SL-3), Technical Manuals (TM), Technical Instructions (TI), Modification Instructions (MI), and Supply Instructions (SI) for Government review. The contractor shall maintain an electronic file of such documents on Share Point. The government expects that there will be approximately fifteen products per year.

CDRL 0008: Technical Report – Studies/Services - Technical Publications

#### 4.4 Publication Validation/Verification.

The Contractor shall coordinate and conduct validation and verification of training materials developed, and annotate all deviations identified during the process with a draft provided for review and approval. Estimates are that there will be approximately ten document validation/verifications per year.

CDRL 0009: Validation Report - Validation and Verification Documentation

#### 4.5 Item Unique Identifier (IUID).

The Contractor shall obtain from legacy database systems quarterly Item Unique Identifier (IUID) reports and provide them to the Government. There will be two IUID reports per quarter.

#### 4.6 Physical Configuration Audits (PCA).

The Contractor shall analyze technical data for Physical Configuration Audits (PCA), and provide a report of comparisons between parts, drawings, and legacy reports. The following programs will require PCAs during the execution of this PWS: NMESIS, LRF, and MCV.

#### 4.7 Military Standard Requisitioning and Issue Procedures (MILSTRIP).

The Contractor shall annotate status of Military Standard Requisitioning and Issue Procedures (MILSTRIP) for financial reconciliation. There will be approximately eight reconciliations per week.

#### 4.8 Limited Technical Inspections.

The Contractor shall inspect PM LRF equipment using government established Limited Technical Inspection (LTI) checklists to identify discrepancies and verify the application of modifications. PM LRF anticipates approximately five inspections per quarter.

CDRL 0010: Technical Report – Studies/Services - Limited Technical Inspections

#### 4.9 PM STORM Liaison Support.

The Contractor shall provide HIMARS SME support to the MCSC HIMARS Liaison Officer at the PM STORM project office, Huntsville, AL, as described in paragraph 4.1 thru 4.8.

## **5.0 SUSTAINMENT LOGISTICS SUPPORT ON SITE AT ALBANY, GA**

### **5.1 Product Quality Deficiency reports.**

The contractor shall provide recommendations on Navy, Marine Corps (NAVMC) 10772s, and Product Quality Deficiency Reports (PQDR) for assigned programs, projects, and events. PM LRF anticipates ten issues per quarter.

### **5.2 Equipment Inventories.**

The Contractor shall inventory and provide inventory management reports of PM LRF equipment, to include all fielded military bases and detachments. There will be approximately 4 inventories per quarter.

### **5.3 Provisioning Data.**

The Contractor shall develop provisioning data for equipment, to include provisioning data for engineering changes. Management of data will be provided for four programs and involve approximately two new occurrences per quarter.

CDRL 0011: Logistics Product Data - Provisioning Data

### **5.4 Maintenance Analysis.**

The Contractor shall conduct maintenance analysis and equipment readiness reviews using the Total Life Cycle Management Operational Support Tool (TLCM-OST). There will be approximately six per year.

### **5.5 Drawing Package Review.**

The Contractor shall annotate discrepancies in equipment and engineering changes drawing packages in preparation for National Stock Numbers (NSN) assignment. Such reviews are required four times per month.

### **5.6 DIMINISHING MANUFACTURING SOURCES AND MATERIAL SHORTAGES (DMSMS).**

The Contractor shall prepare a Diminishing Manufacturing Sources and Material Shortages (DMSMS) Reports. PM LRF expects approximately four screenings per year.

CDRL 0012: DIMINISHING MANUFACTURING SOURCES AND MATERIAL SHORTAGES

## **6.0 FIRE DIRECTION AND NAVAL FIRES C2 SUBJECT MATTER EXPERTISE SUPPORT AT THE CONTRACTOR'S FACILITY OR ON SITE AT VARIOUS MARINE CORPS BASES**

### **6.1 Subject Matter Expertise for System Upgrades**

The contractor shall provide operational, doctrinal employment, and Joint interoperability subject matter expertise (SME) with regard to Joint/Marine Air Ground Task Force Fire Support doctrine. SME analysis in C2, air support, surface fires, and information operations will inform planned system upgrades and publication reviews for the FD&NFC2 systems.

### **6.2 SME for System Operations**

The contractor shall provide operational, doctrinal employment, and Joint interoperability SME support at contractor's facilities located on or near Fort Sill, OK; 14TH Marine Regiment, Dallas, TX; Aberdeen Proving Grounds (APG), MD; Camp Lejeune, NC; Camp Pendleton, CA; and Camp Courtney, Camp Hansen (III MEF), Okinawa, Japan.

### 6.3 Subject Matter Expertise for System Fielding.

The contractor shall provide subject matter expertise, analysis, planning, coordination, testing, fielding, and training for FD&NFC2 new equipment and software. The contractor shall provide the FD&NFC2 IPT with setup of required equipment and communications architectures to develop and validate training materials and provide for digital interoperability associated with fielded fire and fire support-related equipment. The contractor shall conduct operational and doctrinal analysis support to the operating forces and training commands to meet new equipment and software fielding requirements.

### 6.4 Developmental Testing of ECPs.

The contractor shall develop, test, and evaluate pre-planned improvements and proposed changes for fielded FD&NFC2 systems. The Contractor shall provide set-up of required communications architectures to develop and validate training materials relative to system performance.

### 6.5 Digital Interoperability Requirements.

The contractor shall assess digital interoperability requirements associated with legacy and new Command and Control (C2) and fire support related equipment. The Contractor shall provide operational and doctrinal analysis to the operating forces and training commands to meet new equipment and software fielding requirements.

### 6.6 ECP Implementation.

The contractor shall provide analysis, and facilitate implementation of, planned ECPs to FD&NFC2 systems and support the continual development and upgrade of FD&NFC2 software. Analysis shall include providing written assessments on training material validations; assessments with recommendations for implementing planned ECPs; hardware replacement suggestions and strategies; review software development product backlogs; review software code and test new features; and assist with the delivery and install of upgrades to Fleet Marine Force units.

### 6.7 Technology Assessments.

The contractor shall conduct assessments of emerging technologies based on research, technical interchanges and other sources, and provide recommendations on the timing and appropriateness of integration of new and improved capabilities into the PMO developed application and the impact to interoperability to ensure correct interface with other programs.

### 6.8 Over the Shoulder Training.

The contractor shall develop New Equipment and over the shoulder training material building on existing training curriculum in order to train USMC personnel on the use of FD&NFC2 equipment. The contractor shall be required, in certain circumstances, to prepare supplemental training materials and job aids (CDRLs 0014 and 0015) to ensure over-the-shoulder training is repeatable and reinforced within the unit conducting on the job training. Over-the-shoulder and remedial training are not intended to supplant service-school training as the principal means by which the Marine learns its job but to supplement unit training with tailored instruction to ensure the end-user efficiency in meeting operational performance requirements.

### CDRL 0013 TECHNICAL REPORT – STUDIES/SERVICES – OVER-THE-SHOULDER TRAINING MATERIALS

### 6.9 Joint Master Unit List (JMUL) Updates.

The contractor shall support the consolidation of quarterly joint master unit list (JMUL) updates.

### 6.10 New Equipment Training.

The contractor shall conduct New Equipment Training (NET) per the program's fielding plan. The contractor, in accordance with the PMO provided fielding schedule, shall conduct NET / Mobile Training Team (MTT) support to operational forces. This NET/MTT shall conduct refresher training, tailored unit training, "just-in-time" training, or

exercise support training. The contractor shall provide “delta net” to units being equipped with technical refresh systems. The NET/MTT is responsible for the development and maintenance of training materials as related to the currently fielded FD&NFC2 systems. The contractor shall provide the unit hard and/or soft copies of the training materials. The contractor shall provide a Trip Report at the end of each training event. The trip report shall include, at a minimum, a class roster, student critique sheets, and any changes made to the instructional materials during the course of the training. The contractor shall develop operational scenarios for planned ECPs, as well as provide analytical support to achieve training objectives.

#### CDRL 0014 TECHNICAL REPORT – STUDIES/SERVICES – NEW EQUIPMENT TRAINING MATERIALS

##### 6.11 Sustainment Training.

The contractor shall develop a Unit Training Course. The content of the course shall focus on providing the knowledge and skills necessary to perform operations/maintenance and system administration tasks. The course shall include classroom instruction time and practical application time.

#### CDRL 0015 TECHNICAL REPORT – STUDIES/SERVICES – SUSTAINMENT TRAINING MATERIALS

##### 6.12 Integrated Product Team Support.

The contractor shall participate in IPTs, working groups, Configuration Control Boards (CCB), and engineering review groups. The Contractor shall also provide technical and engineering guidance to PM LRF. The contractor shall support PM LRF identifying inter-service/agency, joint, and intra-service/agency common-use hardware, software, operations and processes.

##### 6.13 Advanced Field Artillery Tactical Data System.

The contractor shall provide technical support for AFATDS FoS to include AFATDS, BUCS and other digital fires C2 system(s). The contractor shall provide onsite support using the required skills and specialized knowledge of the operation, technical processes, and maintenance requirements of systems, networks, and advanced operational techniques so the user can most effectively utilize the equipment’s capabilities. The contractor shall support the continual development of AFATDS and its interoperability with other USMC fire control, fire support, and communications systems.

##### 6.14 System Network Support.

The contractor shall provide System Network support to FD&NFC2 systems’ configuration and site integration onto Tactical Networks and Local Area Network/Wide Area Network (LAN/WAN) that support FD&NF C2 systems. The contractor shall be responsible for providing the following:

- Assessment and recommendations for sizing and capacity management of current and future networks
- Configuration of network routers and hubs
- Network Configuration Backup
- Network printer configuration
- Support for training and operation of communications security (COMSEC) devices
- Support to network and communication devices
- Respond to production support service requests
- Participate in transition of the application or technical architecture to the testers to ensure a clear and complete understanding of the product and its expected performance
- Responsibility for account management of multiple applications and systems
- Provide hardware replacement suggestions and strategies to ensure proper maintenance
- Troubleshoot complex systems and Tactical Network connectivity issues
- Attend customer functional meetings

##### 6.15 Systems Administration Support.

The contractor shall provide readiness-focused Systems Administration support to FD&NFC2. The contractor shall be responsible for providing the following:

- System backups
- System restorations
- Information assurance oversight
- Optimizing system performance and resources
- User and group setup
- Configuration of system components.
- User login profiles
- Installation and configuration of system application software
- Apply OS security patches as necessary according to Department of Defense (DOD)/Defense Intelligence Agency (DIA) standards
- Database administration

#### 6.16 System Operation and Processes.

The contractor shall provide expert system operators for FD&NFC2 systems. The contractor shall support the setup of MAGTF and Joint Fires C2 system networks and communication architectures applicable to FD&NFC2 systems. Provide doctrinal and practical user functionality analysis within the entire MAGTF structure and as a component within a Joint Force. The contractor shall support FD&NFC2 with software/hardware integration into MAGTF and Joint experimentation events. The contractor shall provide Draft Analysis and Feedback Reports for Technical Manuals (TMs), Technical Bulletins (TBs), and Operator Manuals for FD&NFC2 systems. The contractor shall be responsible for providing the following:

- Installing system upgrades or new software releases
- Utilization of built-in diagnostics tools
- File management and archiving of operational data
- Maintaining configuration baselines
- Perform routine maintenance and support activities.
- Support acceptance inspections and testing.

The contractor shall assist the unit in implementing advanced technical processes and analytical techniques; provide optimization of equipment and network resources; advise the equipment user on how to tailor their systems to support unique reporting and operational requirements, and assist operators and maintainers in diagnosing and correcting maintenance deficiencies.

#### 6.17 Support Documentation.

The contractor shall provide Requests/Actions that require documentation for:

- Unit sustainment training
- Network operations/systems administration actions
- Remedial training services
- Over-the-shoulder training
- New Equipment Training
- Support operators with initial system setup and optimization of equipment and network resources
- Advise the equipment user on how to tailor these systems to support unique reporting and operational requirements
- Support the unit in implementing advance technical processes and analytical techniques
- Software deployment confirmation and version tracking
- Support users and maintainers in diagnosing and correcting maintenance deficiencies

#### 6.18 Direct Support to Fleet Marine Force.

The contractor shall provide direct support for the requirements outlined in paragraphs 6.1 to 6.27, to operational forces, deploying to an active theater.

#### 6.19 System Diagnosis.

The contractor shall support the diagnosis of fielded FD&NFC2 system-level components, software and network problems, and aid the Marine maintainer in restoring the components to service.

#### 6.20 Briefs.

The contractor shall develop Product Briefings and Presentation Materials to communicate FD&NFC2 systems information to the user at the unit level.

#### CDRL 0016: Briefing Materials

#### 6.21 Information Technology (IT) General Requirements.

The contractor shall be responsible for the following:

- Ensure that no production systems are operational on any research, development, test and evaluation (RDT&E) network
- Follow DoDI 8510.01 when deploying, integrating, and implementing IT capabilities
- Integrate and resolve networking conflicts between AFATDS and Naval Afloat and Ashore command, control, and communications systems
- Work with Government personnel to ensure compliance with all current Navy IT & cybersecurity policies, including

### **7.0 SYSTEMS ENGINEERING**

#### 7.1 Technical Management.

The Contractor shall provide systems engineering technical management through participation in project IPTs; requirements development/management process; technical review of drawings, computer aided design (CAD) models, conducting analyses, preparing reports, and review of Engineering Change Proposals (ECPs) from vendors.

#### 7.2 Systems Engineering Technical Reviews.

The Contractor shall provide systems engineering technical expertise to PM LRF led System Engineering Technical Reviews (SETRs); and Program Management Reviews (PMRs). For these reviews, the Contractor shall develop system cost, schedule, and performance risks and propose associated mitigations. The Contractor shall provide systems engineering technical support as it relates to safety including supporting Environmental Safety and Occupational Health (ESOH) Working Groups and participation in Weapon System Explosives Safety Review Boards (WSESRB), System Software Safety Technical Review Panel (SSSTRP), and/or Fuze and Initiation System Technical Review Panel (FISTRP) reviews.

#### 7.3 Command and Control Systems Engineering/Integration.

Provide technical management and engineering support for system C2 integration, coordinating the C2 interfaces and architectures between the various PM LRF teams. This includes leading and supporting IPTs, participating in C2 working groups, and collaborating with stakeholders to refine CONOPs/use case scenarios and develop internal C2 requirements/interface control documentation. Participate in external C2 architecture development and integration efforts, demonstrations and test events.

### **8.0 SECURITY**

This contract will require the contractor to have a Secret Facility Clearance and will require certain contractors to obtain and maintain classified access eligibility. The contractor shall have a valid Secret Facility Clearance and a Secret Safeguarding Level prior to classified performance at the contractor's facility. The prime contractor and all sub-contractors (through the prime contractor) shall adhere to all aspects of 32 CFR Part 117 NISPOM. All personnel identified to perform on this contract shall maintain compliance with Department of Defense, Department of the Navy, and Marine Corps Information and Personnel Security Policy to include completed background investigations (as required) prior to classified performance. The contractor FSO is however required to establish,



populate and own the DISS record of every contractor processed for and/or issued a CAC. This contract shall include a DoD Contract Security Classification Specification (DD-254) as an attachment.

Facility Security Officers (FSOs) are responsible for notifying the MCSC AC/S G-2 Personnel Security Office (PERSEC Office) at 703-432-3952/3490/3374 if any contractor performing on this contract receives an unfavorable adjudication as any issued CAC would need to be Revoked and Retrieved. Due to Insider Threat concerns, the FSO is also requested to notify the PERSEC Office, within 24 hours, of any adverse/derogatory information associated with the 13 Adjudicative Guidelines concerning any contractor performing on this contract, if they have been granted classified access, issued a CAC and/or a MCSC Building Badge. The FSO shall notify the Government (written notice) within 24 hours of any contractor personnel added or removed from the contract that have been granted classified access, granted IT designations, issued a Common Access Card (CAC) and/or a MCSC Building badge/access.

#### 8.1 Common Access Cards (CAC) Requirement.

The COR will identify and only approve those contractor employees performing on this contract that require CACs in order to perform their job function. In accordance with Headquarters, United States Marine Corps issued guidance relative to Homeland Security Presidential Directive – 12 (HSPD-12), all personnel must meet eligibility criteria to be issued a CAC. In order to meet the eligibility criteria, contractor employees requiring a CAC must obtain and maintain a favorably adjudicated Personnel Security Investigation (PSI). Prior to authorizing a CAC, the employee's Defense Information System for Security (DISS) record must indicate a completed and favorably adjudicated PSI or (at a minimum) that a PSI has been submitted and accepted (opened). The minimum acceptable investigation is a T-1 or a National Agency Check with Written Inquiries (NACI). If a contractor employee's open investigation closes with an unfavorable adjudication, the CAC must be immediately retrieved and revoked. The contractor shall not receive a CAC simply for convenience.

Each CAC is issued with a "ctr@usmc.mil" e-mail account that the individual contractor is responsible to keep active by logging in on a regular basis (at least twice a month), sending an e-mail and clearing any unneeded e-mails. Contractors issued a CAC are prohibited from "auto-forwarding" e-mail from a .mil e-mail account to their .com e-mail account. If the "ctr@usmc.mil" e-mail account is not active, G-6 will deactivate the account and the CAC will lose its functionality. Contractor employees shall use their government furnished "ctr@usmc.mil" e-mail accounts for work supporting the USMC, in fulfillment of this contract, and shall not use a contractor supplied or personal e-mail account to conduct official U.S. government business. The contractor may use a personal e-mail account for contractor business or personal, but only when using cellular or a commercial internet service provider.

If a contractor loses their eligibility for a CAC due to an adverse adjudicative decision, they have also lost their eligibility to perform on MCSC contracts.

#### 8.2 Marine Corps Enterprise Network (MCEN) Computer Access

Contractor personnel accessing Marine Corps Systems Command computer systems must maintain compliance with United States Marine Corps Enterprise Cybersecurity Manual 007 Resource Access Guide. Contractor personnel will submit a DD 2875, and completion certificates for the CYBERC course located on MarineNet located at <https://www.marinenet.usmc.mil>. The CYBERC course consist of the DOD Cyber Awareness Challenge and Department of the Navy Annual Privacy Training (PII). Contractors will have to create a MarineNet account in order to acquire the required training.

MCEN IT resources provided are for official use only and other limited authorized purposes. DoD military, civilian personnel, consultants, and contractor personnel performing duties on MCEN information systems may be assigned to one of three position sensitivity designations.

- 1) ADP-I (IT-1): Favorably adjudicated T-5, T5R, (formerly known as Single Scope Background Investigation (SSBI)/SSBI Periodic Reinvestigation (SBPR)/SSBI Phased Periodic Reinvestigation (PPR))
- 2) ADP-II (IT-2): Favorably adjudicated T-3, T3R, (formerly known as Access National Agency Check and Inquiries (ANACI)/ National Agency Check with Law and Credit (NACLC)/Secret Periodic Review (S-PR))
- 3) ADP-III (IT-3): Completed T-1, (formerly known as National Agency Check with Inquiries (NACI))

All privileged users (IT-1) must undergo a T-1 investigation regardless of the security clearance level required for the position. Privileged users must maintain the baseline Cyberspace Workforce Information Assurance Technical (IAT) or Information Assurance Manager (IAM) related to their position. Privileged users have additional privileges over a standard user account as in system administrators, developers, network administrators, code signing specialist and Service Desk technicians.

All MCEN users must read, understand, and comply with policy and guidance to protect classified national security information, Controlled Unclassified Information (CUI), and prevent unauthorized disclosures in accordance with United States Marine Corps Enterprise Cybersecurity Manual 007 Resource Access Guide and CJCSI 6510.01F.

### 8.3 MCEN Official E-mail usage.

MCEN IT resources are for official government use only and other limited authorized purposes. Authorized purposes may include personal use within limitations as defined by the supervisor or the local Command. The contractor shall not auto forward e-mail from MCEN-N to commercial or private domains (e.g., Hotmail, Yahoo, Gmail, etc.). E-mail messages requiring either message integrity or non-repudiation are digitally signed using DoD PKI. All e-mail containing CUI, an attachment, or embedded active content must be digitally signed.

MCEN users will follow specific guidelines to safeguard CUI, including PII or Health Insurance Portability and Accountability Act (HIPAA) information. The contractor shall not use Non-official e-mail to transmit CUI to include PII or HIPAA information. Non-official e-mail is not authorized for official use unless under specific situations where it is the only mean for communication available to meet operational requirements, and when approved by the Marine Corps Authorizing Official (AO).

All personnel will use DoD authorized PKI certificates to encrypt e-mail messages if they contain any of the following:

1. Information categorized as Controlled Unclassified Information (CUI).
2. Any contract sensitive information sent to anyone other than the intended recipient. Such information is CUI.
3. Any privacy data, PII, or information intended for inclusion in an employee's personal file or any information that would fall under the tenets of MSGID: DOC/5 USC 552A. The contractor shall not use personal or commercial e-mail accounts to transmit unencrypted CUI, PII or HIPPA.
4. Any medical or health data, to include medical status or diagnosis concerning another individual.
5. Any operational data regarding status, readiness, location, or deployment of forces or equipment.

### 8.4 Contractor Furnished Information Technology (IT) Assets.

The Contractor shall procure all IT assets, via the applicable Contract Other Direct Cost (ODC) Contract Line Item Number (CLIN), required to accomplish the tasks delineated in the performance work statement. The Contractor shall ensure that all required computer assets are maintained, serviceable, and functional throughout the period of performance of the contract. Any laptops requiring connectivity to the Marine Corps Enterprise Network (MCEN) shall be one of the makes and models listed on the Marine Corps Enterprise Desktop Standardization (MCEDS) Supported Models list. Upon procurement, the Contractor shall deliver to the COR all laptops requiring connectivity to the MCEN. The Contracting Officer's Representative (COR) will facilitate reimaging of these laptops for authorization to connect to the MCEN. Upon completion of reimaging, the COR will notify the Contractor that the laptop(s) are available for pickup and are now authorized for connection to the MCEN. The completion time for MCEN imaging is anticipated to take no more than five business days from delivery of laptop(s) to notification of pickup.

### 8.5 Base and Building Access.

8.5.1 Defense Biometric Identification (DBID) Card. Certain contractors may require the issuance of a DBID card in order to gain access to Marine Corps bases/stations. The COR will identify and approve only those contractor employees performing on this contract that require a DBID card in order to perform their job function aboard the base. All contractor personnel accessing Marine Corps Base Quantico and Marine Corps Systems Command must be in compliance Access Control policy identified within MCSCO 5530.2A Access Control Order.

### 8.5.2 Marine Corps Base Quantico (MCBQ) Installation Gate Access.

Entry onto MCBQ requires the use of an active Department of Defense Personally Identifiable Verification (PIV) credential (i.e. Common Access Card (CAC), Military Dependent Identification Card, Military Retiree Identification Card, Transportation Worker Identification Credential) that can be scanned at all installation Gates prior to being granted access onto the installation. Contractors/vendors who require routine/reoccurring access to MCBQ and are not receiving a CAC in support of this contract effort (or do not already have an acceptable PIV), are eligible for a DBID card. DBID cards may be obtained at no cost from the MCBQ Provost Marshall's Office (PMO) after coordination with the COR and the MCSC, AC/S G2, Physical Security Team (PHYSEC Team). To obtain a DBID card, the vendor shall submit a completed Vendor Screening Form (obtained from the COR or the PHYSEC Team) via: encrypted email to [mcsc\\_physicalsecurity@usmc.mil](mailto:mcsc_physicalsecurity@usmc.mil), faxing to 703-432-3481 (attn.: Physical Security), or a hand delivered typed hard copy to the PHYSEC Team at Building 2200. MCBQ PMO will use the information on the Vendor Screening Form to conduct a background check. The PHYSEC Team and/or COR will provide the results of their vendor screening to the contractor. Vendors who do not meet the eligibility standards will not receive access to MCBQ or MCSC. Vendors who meet the eligibility standards and receive a favorable response to the background must complete the DBID registration process using a website address/link provided by the PHYSEC Team or COR. Once the Vendor has successfully completed the DBID registration process, they will receive a registration code to hand carry to MCBQ PMO, Bldg 2043, between the hours of 0700 - 1500 in order to receive a DBID card. DBID cards are valid for a period of 3 years regardless of contract expiration. For additional questions regarding submission of the Vendor screening Form or access requirements, you may contact the PHYSEC Team at [mcsc\\_physicalsecurity@usmc.mil](mailto:mcsc_physicalsecurity@usmc.mil) or by calling 703-432-3964/3909.

### 8.5.3 Marine Corps Systems Command Facility Access.

All contractor personnel accessing Marine Corps Systems Command facilities/buildings, must maintain compliance with access control policy identified within MCSCO 5530.2A - Access Control Order. Access into MCSC facilities requires use of a Command facility access badge issued by the PHYSEC Team. Issuance of a MCSC facility access badge shall be initiated by the COR using the Badge Request process hosted on the MCSC VIPER website. Vendors may receive a MCSC facility badge prior to issuance of a CAC or DBID card; however, receipt of an unfavorable response will result in deactivation of any currently issued MCSC facility access badge. Visitors who arrive at MCSC facilities without an approved Visitor Notification on file will not enter unless a MCSC escort can be reasonably coordinated.

### 8.5.4 Vendor Screening.

The Contractor shall return a completed Vendor Screening Form, in order to identify all contractor personnel who will be accessing Marine Corps Base Quantico, MCSC facilities, and/or handling government assets. This form shall include required personal identification information for each respective contractor personnel and shall be; either hand delivered to the MCSC Security Office, or sent in a password-protected document to [mcsc\\_physicalsecurity@usmc.mil](mailto:mcsc_physicalsecurity@usmc.mil). If the vendor sends screening forms via email, they shall receive a password sent in a separate email. The contractor shall provide the completed form to the MCSC Security Office for vetting no less than two (2) weeks prior to commencing work in MCSC government facilities. The security office will respond with any favorable or unfavorable screening outcomes, once received, from the installation PMO. Personnel who receive an unfavorable outcome cannot work on this contract. Personnel identified as replacements shall go through the same vetting process.

## **9.0 FACILITIES, TRAVEL, AND OTHER DIRECT CHARGES**

### 9.1 Facilities.

The Contractor shall provide meeting space at the contractor's facility to support Government acquisition oversight functions, such as in-progress reviews and IPT meetings. Estimated participation at these events is 10-25 individuals. These rooms shall facilitate network calling, internet access to accommodate at least ten individual ports, telephone conferencing, and audio/video projection capability.

### 9.2 Travel.

Local travel to or within the Quantico local commuting area as defined in Marine Corps Base Order 7220.1C is not reimbursable. The Contractor shall only travel on a reimbursable basis after Contracting Officer or COR advance approval. CONUS and OCONUS travel is reimbursable in accordance with FAR 31.205-46 and within the funds limitation specified in the contract.

#### 9.2.1 Travel Request.

Before travel, the Contractor shall prepare a travel request for COR/ACOR approval 14 days in advance of CONUS travel and 45 days in advance for OCONUS travel.

#### 9.2.2 OCONUS Communications.

If traveling OCONUS alone, the Contractor shall maintain daily communications with the Government Team Lead or Project Officer.

#### 9.2.3 Travel Costs.

Travel will be on a cost reimbursement basis in strict accordance with the task order and Federal Acquisition Regulation (FAR) Part 31.205-46 Travel Costs, and the JTR, Volume 2, DoD Civilian Personnel (Appendix A) for authorized and allowable travel expenses incurred while traveling on official Government business. Contractor personnel shall familiarize themselves with the JTR's permissible, reimbursable expenditures before authorized travel. Travel expenses include transportation, lodging Per Diem and incidentals such as airline baggage fees and parking. Some lodging establishments provide upgraded conveniences travelers may desire, such as room upgrades and amenities. These conveniences are unessential and therefore not reimbursable. Travel allowances are for official Government business only. Personal leisure travel expenses are not reimbursable. Excess costs, circuitous routes, luxury accommodations, unnecessary delays, and unnecessary services and other similar expenses in the performance of official Government business are not reimbursable. Except as set forth in Section 9.2.4 below, the Government will only reimburse the contractor for economy/coach-class transportation (e.g. not first class or business class). When a contractor is traveling alone, the government will only reimburse compact cars for rental car transportation. The Government will only reimburse economy lot parking. The Government will not reimburse the contractor for valet parking. The Government will reimburse for reasonable dry cleaning expenses incurred for travel that requires lodging for more than five consecutive working days. Upon request by the Contracting Officer or COR, the Contractor shall submit receipts for all expenses within five days of the request. The Contractor shall make receipts available for review at any time during performance of the TO notwithstanding FAR, DFAR or other regulations.

#### 9.2.4 Other than Economy/Coach-Class and Compact Car Accommodations.

The Contractor may in advance request COR approval for other than economy/coach-class accommodations due to medical reasons only if a competent medical authority certifies a need due to medical disability or special circumstances. The Contractor may in advance request COR advance approval for larger rental vehicles to accommodate three or more Contractor personnel traveling at the same time to the same location.

### **10.0 Performance Management and Quality Assurance**

#### 10.1 Quality Control.

The Contractor shall develop and maintain an effective quality control program (QCP) to ensure it performs services in accordance with this PWS and the entire task order. The Contractor shall develop and implement procedures to identify and prevent defective services. The Government will accept the finalized QCP at the time of award of the task order. The Contracting Officer may notify the Contractor of required modifications to the plan during the period of performance. In cases where the Contracting Officer requires a QCP modification, the Contractor shall coordinate its modifications with the Contracting Officer before seeking final acceptance. The Contractor shall provide any modifications to the program during the period of performance to the Contracting Officer for review no later than ten working days before the date the change would take effect. The QCP is subject to Government approval. The Government may find the QCP "unacceptable" whenever the Contractors procedures do not accomplish quality control objectives. The Contractor shall revise the QCP within ten working days from receipt of notice that the QCP is "unacceptable."

## 10.2 Performance Requirements Summary (PRS).

Table 4 depicts the government performance requirements, standards, and surveillance methods. The performance requirements correspond to paragraph 3 thru paragraph 7 of the PWS. The standards in the PRS define the benchmarks used to measure performance. The acceptable quality level (AQL) is the maximum acceptable variation from the performance standard. The COR will use the PRS to evaluate contractor performance and ensure all products and services are delivered in a timely and effective manner.

Table 2: Performance Requirement Summary (PRS)

Performance Requirement	PWS Paragraph	Performance Measure	Performance Standard	Acceptable Quality Level (= % or > %)	Surveillance Method
Monthly Contractor Progress, Status and Management Reports	2.7* 6.10	<ul style="list-style-type: none"> <li>Timeliness</li> <li>Accuracy</li> <li>Completeness</li> </ul>	<p>The report accurately addresses all activity during reporting period as follows:</p> <ul style="list-style-type: none"> <li>Reported performance against all key program efforts for reporting period</li> <li>All contractor program support travel for reporting period</li> <li>Remaining travel funds</li> <li>All on-going activities tasks for the next two upcoming reporting periods</li> <li>All emerging risks which require action</li> <li>Adheres to approved reporting format</li> </ul>	<ul style="list-style-type: none"> <li>95% accuracy</li> <li>Report is complete</li> <li>Submitted on or the day prior to CDRL due date</li> <li>Rework not required</li> </ul>	Inspection, Analysis
Program Management Support / Acquisition Documentation	3.1* 4.1* 6.16 6.20	<ul style="list-style-type: none"> <li>Timeliness</li> <li>Accuracy of data/information provided</li> </ul>	<ul style="list-style-type: none"> <li>Data deliverables will:</li> <li>Be in the Government approved template</li> <li>Contain all required information per the latest approved template and respective CDRL</li> </ul>	<ul style="list-style-type: none"> <li>95% accuracy</li> <li>Data deliverable is complete</li> <li>Submitted on or the day prior to CDRL due date</li> <li>Rework not required</li> </ul>	Inspection Analysis
Work Breakdown Structure (WBS)	3.3*	<ul style="list-style-type: none"> <li>Timeliness</li> <li>Accuracy of data/information provided</li> </ul>	<ul style="list-style-type: none"> <li>Data deliverables will:</li> <li>Be in the Government approved template</li> <li>Contain all required information per the latest approved template and respective CDRL</li> </ul>	<ul style="list-style-type: none"> <li>95% accuracy</li> <li>Data deliverable is complete</li> <li>Submitted on or the day prior to CDRL due date</li> <li>Rework not required</li> </ul>	Inspection Analysis
Integrated Master Plan (IMP)	3.4*	<ul style="list-style-type: none"> <li>Timeliness</li> <li>Accuracy of data/information provided</li> </ul>	<ul style="list-style-type: none"> <li>Data deliverables will:</li> <li>Be in the Government approved template</li> <li>Contain all required information per the latest approved template and respective CDRL</li> </ul>	<ul style="list-style-type: none"> <li>95% accuracy</li> <li>Data deliverable is complete</li> <li>Submitted on or the day prior to CDRL due date</li> <li>Rework not required</li> </ul>	Inspection Analysis
Integrated Master Schedule (IMS)	3.5*	<ul style="list-style-type: none"> <li>Timeliness</li> <li>Accuracy of data/information provided</li> </ul>	<ul style="list-style-type: none"> <li>Data deliverables will:</li> <li>Be in the Government approved template</li> <li>Contain all required information per the latest approved template and respective CDRL</li> </ul>	<ul style="list-style-type: none"> <li>95% accuracy</li> <li>Data deliverable is complete</li> <li>Submitted on or the day prior to CDRL due date</li> <li>Rework not required</li> </ul>	Inspection Analysis

Business Case Analysis (BCA)	3.11*	<ul style="list-style-type: none"> <li>Timeliness</li> <li>Accuracy of data/information provided</li> </ul>	<ul style="list-style-type: none"> <li>Data deliverables will:</li> <li>Be in the Government approved template</li> <li>Contain all required information per the latest approved template and respective CDRL</li> </ul>	<ul style="list-style-type: none"> <li>95% accuracy</li> <li>Data deliverable is complete</li> <li>Submitted on or the day prior to CDRL due date</li> <li>Rework not required</li> </ul>	Inspection Analysis
Logistics / Technical Publications	4.3* 6.8 6.11 6.16 6.17	<ul style="list-style-type: none"> <li>Timeliness</li> <li>Accuracy of data/information provided</li> </ul>	<ul style="list-style-type: none"> <li>Data deliverables will:</li> <li>Be in the Government approved template</li> <li>Contain all required information per the latest approved template and respective CDRL</li> </ul>	<ul style="list-style-type: none"> <li>95% accuracy</li> <li>Data deliverable is complete</li> <li>Submitted on or the day prior to CDRL due date</li> <li>Rework not required</li> </ul>	Inspection Analysis
Publication Validation/ Verification	4.4*	<ul style="list-style-type: none"> <li>Timeliness</li> <li>Accuracy</li> </ul>	<ul style="list-style-type: none"> <li>Effectively coordinates/conducts VAL/VER of training materials</li> <li>Provides user training</li> <li>Provides weekly status report for documents being staffed in the portal</li> </ul>	<ul style="list-style-type: none"> <li>95% accuracy</li> <li>Data deliverable is complete</li> <li>Submitted on or the day prior to CDRL due date</li> <li>Rework not required</li> </ul>	Demonstration Customer Feedback
Limited Technical Inspections (LTI)	4.8*	<ul style="list-style-type: none"> <li>Timeliness</li> <li>Accuracy</li> </ul>	<ul style="list-style-type: none"> <li>Effectively coordinates/conducts LTI</li> <li>Provides weekly status report for documents being staffed in the portal</li> </ul>	<ul style="list-style-type: none"> <li>95% accuracy</li> <li>Data deliverable is complete</li> <li>Submitted on or the day prior to CDRL due date</li> <li>Rework not required</li> </ul>	Demonstration Customer Feedback
Provisioning Data	5.3*	<ul style="list-style-type: none"> <li>Timeliness</li> <li>Accuracy</li> </ul>	<ul style="list-style-type: none"> <li>Provides weekly status report for Provisioning/Cataloging actions</li> </ul>	<ul style="list-style-type: none"> <li>95% accuracy</li> <li>Data deliverable is complete</li> <li>Submitted on or the day prior to CDRL due date</li> <li>Rework not required</li> </ul>	Inspection Analysis
DMSMS	5.6*	<ul style="list-style-type: none"> <li>Timeliness</li> <li>Accuracy of data/information provided</li> </ul>	<ul style="list-style-type: none"> <li>Data deliverables will:</li> <li>Be in the Government approved template</li> <li>Contain all required information per the latest approved template and respective CDRL</li> </ul>	<ul style="list-style-type: none"> <li>95% accuracy</li> <li>Data deliverable is complete</li> <li>Submitted on or the day prior to CDRL due date</li> <li>Rework not required</li> </ul>	Inspection Analysis
Sharepoint (SP) Information Management	3.13	<ul style="list-style-type: none"> <li>Timeliness</li> <li>Accuracy</li> </ul>	<ul style="list-style-type: none"> <li>Effectively administers permissions and manages site content</li> <li>Provides user training</li> </ul>	Responds to new user access requests within 72 hours	Demonstration Customer Feedback

			<ul style="list-style-type: none"> <li>• Aggressively troubleshoots site issues</li> <li>• Provides weekly status report for documents being staffed in the portal</li> <li>• Maintains currency in rules and regulations regarding collaborative environments and data sharing</li> <li>•</li> </ul>	Investigates SP errors and site issues within 48 hours of notification	
On Site Support	2.2 2.8 2.13	Staffing	<ul style="list-style-type: none"> <li>• Staffing in place with required security clearance at all supported locations</li> <li>• Contractor personnel have required technical skill sets to perform duties as delineated in PWS for each location</li> </ul>	90% Contractor is able to replace any vacancies within 30 days. Lapses in coverage are rare and are successfully managed by the contractor with little to no impact on timeliness or quality	DemonstrationCustomer Feedback

\* Indicates that the paragraph contains a CDRL



ORDER FOR SUPPLIES OR SERVICES										PAGE 1 OF 20	
1. CONTRACT/PURCH ORDER/AGREEMENT NO. N0017819D7266			2. DELIVERY ORDER/CALL NO. M6785422F3005		3. DATE OF ORDER/CALL (YYYYMMDD) 2022APR30		4. REQUISITION/PURCH REQUEST NO. M95450275015		5. PRIORITY Unrated		
6. ISSUED BY MARCORSYSCOM 2200 Lester St Bldg 2200 Quantico, VA 22134-6050				CODE M67854		7. ADMINISTERED BY (If other than 6) SCD: C			8. DELIVERY FOB <input type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER (See Schedule if other)		
9. CONTRACTOR NAME AND ADDRESS Bowhead Program Management & Operations, LLC 6564 Loisdale Ct, Ste 900 Springfield, VA 22150-1822				CODE 7J8S8		FACILITY 080093282		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE		11. X IF BUSINESS IS <input checked="" type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED	
						12. DISCOUNT TERMS Net 30 Days WAWF		13. MAIL INVOICES TO THE ADDRESS IN BLOCK SEE SECTION G			
14. SHIP TO SEE SECTION F				CODE		15. PAYMENT WILL BE MADE BY DFAS Columbus Center, South Entitlement Operations P.O. Box 182264 Columbus, OH 43218-2264				MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.	
16. TYPE OF ORDER		DELIVERY/ CALL <input checked="" type="checkbox"/>		This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.							
		PURCHASE <input type="checkbox"/>		Reference your _____ furnish the following on terms specified herein.							
<b>ACCEPTANCE.</b> THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.											
Bowhead Program Management & Operations, LLC				William J. Hardy							
NAME OF CONTRACTOR				SIGNATURE				TYPED NAME AND TITLE			
								DATE SIGNED (YYYYMMDD)			
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:											
17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE SEE SCHEDULE											
18. ITEM NO.		19. SCHEDULE OF SUPPLIES/SERVICES				20. QUANTITY ORDERED/ACCEPTED*		21. UNIT	22. UNIT PRICE		23. AMOUNT
		SEE SCHEDULE									
*If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA /s/Tammy Wright BY:				04/28/2022 CONTRACTING/ORDERING OFFICER		25. TOTAL \$5,014,145.25	
								26. DIFFERENCES			
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED:											
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE						c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE						28. SHIP. NO. <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		29. D.O. VOUCHER NO.		30. INITIALS	
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS				31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR	
36. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT.										34. CHECK NUMBER	
a. DATE (YYYYMMDD)		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER								35. BILL OF LADING NO.	
37. RECEIVED AT		38. RECEIVED BY (Print)		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NUMBER		42. S/R VOUCHER NO.	